



## OVERSIGHT COMMITTEE – 3<sup>RD</sup> JULY 2024

The members listed below are summoned to attend the above meeting, which will be held on WEDNESDAY 3<sup>RD</sup> July 2024, at **Bargates Hall, Church Street, Whitchurch, SY13 1LB** at 7.00pm.

The meeting is held in public, and we welcome contributions in the relevant section of the meeting, as indicated on the agenda. If you wish to contribute to the meeting, as a member of the public, it would be helpful if you could advise the Proper Officer in advance so that an appropriate period is set aside for this purpose.

Members are respectfully asked to advise the Proper Officer, prior to the meeting, if they are unable to attend.

**Date of Notice: 27<sup>th</sup> June 2024**

**Mike McDonald**  
Proper Officer / RFO  
Whitchurch Town Council

**Councillors: G. Ebbs, A. Hall, R. Hall, J. Morris, M. Phipps**

### Meeting Notes:

1. Occasionally, contractual, staffing or other matters have to be held in a “Confidential” section of the Meeting, to the exclusion of the Press and Public
2. **Councils cannot lawfully decide items of business that are not specified in the Summons / Agenda (LGA1972, Sch 12, Paras 12 (2) (b))**
3. Recording: Please note that all Council Meetings are recorded to ensure accuracy of the Minutes; these recordings are not retained following approval of the relevant minutes. You are requested to inform the Proper Officer if you intend to record or film the meeting.



# whitchurch town council

AGENDA: OVERSIGHT (O) COMMITTEE MEETING, WEDNESDAY 3<sup>RD</sup> JULY 2024

*The Meeting will be opened by former Chair, Cllr R Hall, who will preside until a new Chair is elected.*

**1. Election of Committee Chairman**

To elect a Chairman of the Oversight Committee for the 2024-25 Civic Year

**2. Election of Committee Vice-Chairman**

To elect a Vice-Chairman of the Oversight Committee for the 2024-25 Civic Year

**3. Oversight Committee – Terms of Reference and Scope**

To note the Committee Terms of Reference and scope, aligned to other WTC governance policies <sup>1</sup>, **as ratified by Full Council** at the Annual Council Meeting of 15<sup>th</sup> May 2024 **(WTC/FC/ACM/04/2425)**.

**4. Apologies**

To receive Councillor apologies in relation to this meeting.

**5. Declarations of Interest**

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interest in relation to any item on the Agenda.

**6. Minutes**

To confirm the minutes of the Oversight Committee Meeting held on 11<sup>th</sup> April 2024 (incorporating 2023-24 Audit Timeline) and sign as an accurate record of that meeting.

**7. Public Participation**

*Members of the public are invited to make representations, ask questions, and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has responsibility.*

**8. Financial Management Information (Months 1 and 2) 2024-25**

To receive and note FMI (Income & Expenditure / Balance Sheet) for Months 1 and 2.

**9. Small Community Grant Programme 2024-25 / Grant Funding 2023-24 Update**

To note the schedule for Round 1, Small Community Grant Programme 2024-25 and receive a verbal update from the Proper Officer regarding 2023-24 annual allocation/s.

**10. CONFIDENTIAL BUSINESS**

*To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.*

**Associated Papers:**

O Terms of Reference 2024-25 (WTC/FC/ACM/04/2425) (3)  
Month 1 & 2 Financial Management Information (8)

O Minutes: 11<sup>th</sup> April 2024 (6)

<sup>1</sup> WTC/FC/ACM/09/2425 - Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct